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MEMORANDUM FOR THE RECORD

SUBJECT: Accountability and Shipment of Test Film

1. This is to authorize the methods for control, accountability and shipment of test film in connection with Project activities.

A. Each company will be responsible for film held in their possession and will keep appropriate records of such control.

B. They are authorized to ship film by commercial air freight provided that the following precautionary measures are taken.

(1) Packages should not contain company labels or other identification on the outside.

(2) The return address on each shipment should be that of a company employee affiliated with the Project, utilizing his home address rather than that of the company.

(3) Shipment will be made to an employee of the receiving company, again an individual affiliated with the Project, c/o Will Call at the appropriate air freight terminal in his immediate locale.

(4) The shipping address will include, in addition to a name, a sterile phone number for purpose of notification upon arrival of shipment.

(5) The sender will immediately advise the addressee of the Air Way Bill number of each shipment, such to be done by phone or telegram.

2. Destruction of non-usable film will be witnessed by a Project Security representative who will certify to the items destroyed.

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3. Destruction of accountability records will only be done with the expressed consent of the Contracting Officer.

Contracting Officer